

MANSFIELD TOWNSHIP COMMITTEE MEETING

November 10, 2020

This is a regular meeting of the Mansfield Township Committee. The notice requirements of the law have been satisfied for this meeting by notice to the Star Gazette and the Express Times of the time, date and location thereof. Notice was also posted on the announcement board located in the Municipal Building.

This meeting was held in person and on the Zoom platform. The Township Committee and the public were able to remotely hear the meeting audio.

Roll Call: Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mr. McGuinness, Mayor Watters

Salute to the flag was done by all.

APPROVAL OF THE MINUTES

Mrs. Mora Dillon made a motion to approve the October 28, 2020 Regular Session Minutes, which was seconded by Mr. McGuinness.

Ayes: Mr. Farino, Mrs. Mora Dillon, Mr. McGuinness, Mayor Watters

Nays: None

Absent: None

Abstain: Mr. Hayes

Mrs. Mora Dillon made a motion to approve the October 28, 2020 Executive Session Minutes, which was seconded by Mr. McGuinness.

Ayes: Mr. Farino, Mrs. Mora Dillon, Mr. McGuinness, Mayor Watters

Nays: None

Absent: None

Abstain: Mr. Hayes

BILL LIST

Mrs. Mora Dillon made a motion to approve the November 10, 2020 Bill List, which was seconded by Mr. McGuinness.

Ayes: Mr. Hayes, Mrs. Mora Dillon, Mr. McGuinness, Mayor Watters

Nays: None

Absent: None

Abstain: Mr. Farino

CLERK'S REPORT

Ms. Hrebenak reported:

Special Meeting – Wednesday, November 18, 2020, at 6:30 pm.

Airport Road – Bid has been prepared for Milling and Paving of Airport Road, but through discussions with the Township Engineer it was decided to research using Morris County CoOp.

Rockport Barn – The lease has been received and forwarded to the Township Attorney and the Liability Insurance Broker for review.

Next Committee Meeting – Tuesday, November 24, 2020, 7:30 pm.

Employee Holiday Hours – Ms. Hrebenak requested employees be allowed to leave early the day before Thanksgiving, Christmas Eve day, and New Year's Eve day.

Mrs. Mora Dillon made a motion to have DPW Employees leave at 12:00 noon, and Office Employees leave at 1:00 pm, which was seconded by Mr. Hayes.

Ayes: Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mr. McGuinness, Mayor Watters

Nays: None

Absent: None

Abstain: None

Toys for Tots – *Marines' Operation Toy Train* has cancelled all train station visits due to COVID-19. The Mansfield Fire Department requested to place a *Toys for Tots* sign at the park entrance for the toy drive.

Mrs. Mora Dillon made a motion for the sign to be placed at the park entrance, which was seconded by Mr. Hayes.

Ayes: Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mr. McGuinness, Mayor Watters

Nays: None

Absent: None

Abstain: None

FINANCE REPORT

Mrs. Mollineaux reported:

Budget Transfer and Close of Payroll Agency Account – Both resolutions are on tonight's agenda.

Budget transfer is for \$15,000. The Payroll agency was for the previous payroll company.

Max Spann – Mrs. Mollineaux spoke to Mr. Spann after the last meeting when he said he was going to put a timeline together for the auction. She will reach out to him regarding the timeline.

EMPLOYEES' REPORTS

Mr. Snyder reported:

Conex Boxes – Harrington donated two (2) 48 ft. Conex boxes which are now placed at the DPW to be used for storage. Ms. Hrebenak will send a thank you to Harrington.

Mulch & Dirt – Walmart donated mulch, dirt, etc. for use in the parks and around the building. Ms. Hrebenak will send a thank you for the donation.

Code Reader – Mr. Snyder received a quote from Snap-On for a code reader to diagnose all Township vehicles which will help save money diagnosing problems. The cost is \$4,600 per reader, 20 programs each with 10 free trials on each program to help determine which will accommodate our needs. Mr. Snyder will get quotes from other companies.

Mrs. Fascenelli reported:

Shredding – The October 24th Free, Town-Wide Shredding Event had 77 residents dropping off 4,580 lbs. equaling 2.29 tons.

Electronics/Scrap Metal/Large Plastic – Event took place November 7th with 141 residents participating. Mrs. Fascenelli will report the totals at the next Committee Meeting.

SWAC Meeting – Mayor Watters attended the SWAC Meeting and mentioned the request letter we sent for them to accept our recycling once a month. They rejected our request.

PUBLIC PORTION

Mrs. Carol Thompson asked if Mr. Kastrud was able to respond to her letter for immediate relief asking that the conditions to the LUB resolution be met. Mr. Kastrud stated he went to the location early last Thursday morning and didn't see any activity. He will go back tomorrow and Thursday during the day to take pictures and send another notice of violation. He will let Mrs. Thompson know when the letter goes out.

Mayor Watters asked for further comments from the public; seeing none, the public portion was closed.

ENGINEER'S REPORT

Mr. Kastrud reported:

Airport Road – The specifications and plans are completed. We will go through the Morris County Co-Op where pricing is less expensive. Mr. Kastrud will find out exactly what the DOT needs in their SAGE program prior to them awarding the bid to Tilcon.

Heiser & Watters Roads – We should know a date on Friday when we will receive payment.

Stormwater Ordinance – The ordinance needs to be revised and updated for review in December and January so it is adopted prior to March.

RESOLUTIONS

RESOLUTION 2020-154

A RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF MANSFIELD, COUNTY OF WARREN, STATE OF NEW JERSEY, AUTHORIZING THE EXECUTION OF A RETIREMENT COMPENSATION AGREEMENT

WHEREAS, the Township of Mansfield (hereafter the “Township”), Mansfield Police Sergeant James Hikade (hereafter “Sergeant Hikade”), and Policeman’s Benevolent Association 369 (hereafter the “PBA”) wish to enter into a Retirement Agreement to confirm the terms and conditions of Sergeant Hikade’s final year of employment with the Township of Mansfield Police Department, culminating with Sergeant Hikade’s retirement, effective February 1, 2022.

WHEREAS, the Chief Financial Officer, Chief of Police and Sergeant Hikade have confirmed the accuracy of the accrued leave time set forth in the attached Retirement Compensation Agreement and all parties to the Retirement Compensation Agreement have accepted its terms and conditions.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Mansfield, in the County of Warren, State of New Jersey, as follows:

1. The Mayor is hereby authorized to finalize and execute the attached Retirement Compensation Agreement with respect to Sergeant Hikade; and
2. This resolution shall take effect upon approval.

REFUND OF OUTSIDE EMPLOYMENT OF OFF-DUTY POLICE
TOWNSHIP OF MANSFIELD
WARREN COUNTY, STATE OF NEW JERSEY

WHEREAS, JML Landscaping, Inc. issued a check November 28, 2018 in the amount of \$ 3,465.00 for Outside Employment of Off-Duty Police (quasi-public matters) account with The Township of Mansfield, County of Warren,

WHEREAS, there is a remaining balance of \$ 396.00 in their account,

NOW, THEREFORE BE IT RESOLVED, that the Township Finance Office be authorized to refund the amount of \$ 396.00 to JML Landscaping, Inc.

Adopted: November 10, 2020

Mr. Hayes made a motion to approve Resolution 2020-154 – 2020-155, which was seconded by Mrs. Mora Dillon.

Ayes: Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mr. McGuinness, Mayor Watters

Nays: None

Absent: None

Abstain: None

RESOLUTION # 2020- 156
TO AUTHORIZE AND APPROVE SALARIES FOR AN EMPLOYEE

WHEREAS, Ordinance Number 2019-09 established the salaries and wages for the employees of the Township of Mansfield, County of Warren,

NOW THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Mansfield, County of Warren that the following named employee shall be compensated for the year 2020, unless otherwise noted, in the amount as designated below:

<u>NAME</u>	<u>POSITION</u>		<u>SALARY</u>
Matthew Weiglus	Part time Laborer/Driver	\$ 18/hr	effective 11/16/20
	Part time Snow Plow Driver	\$20/hr	effective 11/16/20
John Hague Jr.	Part time Laborer/Driver	\$18/hr	effective 11/16/20
	Part time Snow Plow Driver	\$20/hr	effective 11/16/20
Roy Smith	Part time Snow Plow Driver	\$20/hr	effective 11/16/20

Mrs. Mora Dillon made a motion to approve Resolution 2020-156, which was seconded by Mr. McGuinness.

Ayes: Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mr. McGuinness, Mayor Watters

Nays: None

Absent: None

Abstain: None

RESOLUTION # 2020- 157
FOR TRANSFER OF FUNDS
TOWNSHIP OF MANSFIELD
WARREN COUNTY, STATE OF NEW JERSEY

WHEREAS, there are insufficient funds in some of the 2020 budget line items; and
WHEREAS, N.J.S.A. 40A:4-58 permits the transfer of funds from accounts with a surplus to cover such demands,

NOW, THEREFORE BE IT RESOLVED, (not less than two-thirds of all members thereof affirmatively concurring) that the Chief Financial Officer of Mansfield Township, County of Warren, State of New Jersey, is hereby authorized to make the following transfers in accordance with the provision of this resolution:

Account:	CURRENT FUND	
	From:	To:
Roads S&W	\$ 15,000.00	
Legal OE		\$10,000.00
Tax Collection OE		\$ 5,000.00
TOTALS	\$15,000.00	\$15,000.00

RESOLUTION 2020-158
TOWNSHIP OF MANSFIELD
WARREN COUNTY
RESOLUTION AUTHORIZING CLOSING OF PAYROLL AGENCY BANK ACCOUNT

WHEREAS, the Township of Mansfield maintains a “Payroll Agency” bank account which currently has a \$1,545.22 balance; and

WHEREAS, this bank account serves no necessary purpose as transactions related to “Payroll Agency” are ultimately processed through the payroll bank account; and

WHEREAS, the Township Chief Financial Officer suggests closing the “Payroll Agency” bank account and transferring the balance into the Township’s Regular Account;

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and Township Committee authorize the Chief Financial Officer to close the “Payroll Agency” account and transfer the balance to the Township’s Regular Account.

Mr. Hayes made a motion to approve Resolution 2020-157 – 2020-158, which was seconded by Mrs. Mora Dillon.

Ayes: Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mr. McGuinness, Mayor Watters

Nays: None

Absent: None

Abstain: None

ORDINANCES

First Reading

ORDINANCE 2020- 16

AN ORDINANCE TO AMEND CHAPTER 117-3 OF THE CODE OF THE TOWNSHIP OF MANSFIELD, WARREN COUNTY, NEW JERSEY ENTITLED ALCOHOLIC BEVERAGE CONTROL

BE IT ORDAINED BY THE MAYOR AND TOWNSHIP COMMITTEE OF THE TOWNSHIP OF MANSFIELD:

Section 1. The following sections of the Code of the Township of Mansfield are hereby amended to read as follows:

117-3 LICENSE FEES		
Annual License	Annual Fee	Number of License
Plenary Retail Consumption	\$1300.80	4
Plenary Retail Distribution	\$ 649.20	1

Section 2. The provision of this section with respect to the limitation on the number of license shall not apply to the renewal or transfer of licenses presently issued.

Section 3. This Ordinance shall take effect immediately upon publication as provided by law.

Mrs. Mora Dillon made a motion to approve the first reading of Ordinance 2020-16 with a second reading on December 9, 2020, at 7:30 pm, which was seconded by Mr. Hayes.

Ayes: Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mr. McGuinness, Mayor Watters

Nays: None

Absent: None

Abstain: None

ORDINANCE 2020-17

AN ORDINANCE TO AMEND CHAPTER 123-2 OF THE CODE OF THE TOWNSHIP OF MANSFIELD, WARREN COUNTY, NEW JERSEY ENTITLED ANIMAL CONTROL

BE IT ORDAINED BY THE MAYOR AND TOWNSHIP COMMITTEE OF THE TOWNSHIP OF MANSFIELD:

Section 1. The following sections of the Code of the Township of Mansfield are

hereby amended to read as follows:

123-2 LICENSE

“...registration tag shall pay a fee of ten dollars (\$10.00) for each dog spayed or neutered and fifteen dollars (\$15.00) for each dog not spayed or neutered.”

123-11 LICENSING REQUIREMENTS

“...fee of six dollars (\$6.00) for a spayed or neutered cat and ten dollars (\$10.00) for a cat not spayed or neutered.

Section 2. All ordinances inconsistent with the foregoing shall be deemed repealed by this ordinance.

Section 3. This Ordinance shall take effect immediately upon publication as provided by law.

Mrs. Mora Dillon made a motion to approve the first reading of Ordinance 2020-17 with a second reading on December 9, 2020, at 7:30 pm, which was seconded by Mr. Farino.

Ayes: Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mr. McGuinness, Mayor Watters

Nays: None

Absent: None

Abstain: None

Second Reading

Ordinance No. 2020-13

AN ORDINANCE TO AMEND CHAPTER 360 “ADMINISTRATION AND PROCEDURES,” ARTICLE III “ADMINISTRATION,” SECTION 14 “HEARINGS” AND CHAPTER 362 “SUBDIVISION AND SITE PLAN REVIEW,” ARTICLE III “MAJOR SUBDIVISION,” SECTION 16 “PUBLICATION OF DECISION” OF THE CODE OF THE TOWNSHIP OF MANSFIELD REQUIRING APPLICANTS TO PUBLISH NOTICE OF DECISIONS.

BE IT ORDAINED, by the Township Committee of the Township of Mansfield, in the County of Warren and State of New Jersey, as follows:

SECTION 1. Chapter 360, Administration and Procedures, Article III, Administration,

Section 14, Hearings, Subsection I, is hereby amended to read as follows:

“§ 360-14(I) Upon adoption of a resolution for an application for development, the Applicant shall publish a brief notice of the Board’s decision within ten (10) days of the adoption of the resolution in the official newspaper of the Township or in a newspaper of general circulation in the Township and provide proof of publication of notice to the Secretary of Board. If an applicant fails to publish notice as herein required or provide proof of publication within thirty (30) days of the adoption of a resolution, the Secretary of the Board shall publish such notice, the cost of which shall be charged against the applicant’s escrow. The period of time in which an appeal of the decision may be made shall run from the first publication of the decision, whether arranged by the Township or the applicant.”

SECTION 2. Chapter 362, Subdivision and Site Plan Review, Article III, Major Subdivision,

Section 16, Publication of decision, is hereby amended to read as follows:

“§ 362-16 Publication of decision. A brief notice of the decision shall be published in the manner provided in § 360-14(I).”

SECTION 3. This Ordinance may be renumbered for codification purposes.

SECTION 4. All ordinances or parts of ordinances in conflict or inconsistent with any part of this Ordinance are hereby repealed to the extent that they are in such conflict or inconsistent.

SECTION 5. In the event that any section, part or provision of this Ordinance shall be held to be unenforceable or invalid by any court, such holding shall not affect the validity of this Ordinance as a whole, or any part thereof, other than the part so held unenforceable or invalid.

SECTION 6. This Ordinance shall take effect upon passage and publication as required by law.

Mr. Hayes made a motion to approve Ordinance 2020-13, which was seconded by Mr. McGuinness.

Mayor Watters opened the public portion of the meeting; seeing no comment from the public, public portion was closed.

Ayes: Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mr. McGuinness, Mayor Watters

Nays: None

Absent: None
Abstain: None

Moment of Silence – Mayor Watters asked for a moment of silence for the passing of John Barton, a long-time volunteer and member of our Planning Board.

EXECUTIVE SESSION

Mayor Watters announced moving into Executive Session.

Mr. Hayes made a motion to go into Executive Session at 7:56 pm, which was seconded by Mrs. Mora Dillon.

Ayes: Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mr. McGuinness, Mayor Watters
Nays: None
Absent: None
Abstain: None

RETURN FROM EXECUTIVE SESSION

Mayor Watters announced the return from Executive Session at 8:38 pm.

Roll Call: Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mr. McGuinness, Mayor Watters

Mr. Lavery announced the return from Executive Session where they discussed:

- Contractual negotiations with the PBA
- Possible contract with Window Replacement
- Possible contract with Electrical Energy Aggregation and Supply to the Township

No official action was taken. Copies of these minutes will be available at such time the Committee determines there is no longer a harm to the public interest.

Mr. Hayes made a motion to accept the resignation of Hickory Road LLC, which was seconded by Mr. McGuinness.

Ayes: Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mr. McGuinness, Mayor Watters
Nays: None
Absent: None
Abstain: None

Mr. Hayes made a motion to send Rice Notices for the Special Meeting on November 18th, which was seconded by Mr. McGuinness.

Ayes: Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mr. McGuinness, Mayor Watters

Nays: None

Absent: None

Abstain: None

Parking Lot – Mrs. Mollineaux will have a resolution prepared for the next Committee Meeting.

Mr. Hayes made a motion to adjourn at 8:40 pm, which was carried by all.